



Agenda Item: 16.H
Date of Meeting: June 23, 2025
Department: Public Works

STAFF REPORT

To: City Council
From: Nora Gamino
Subject: **Building Inspector / Code Enforcement Job Description**
Prepared On: June 16, 2025
Attachments: Building Inspector / Code Enforcement Officer Job Description

Background/History:

Since 2016, the City of Bishop has contracted with Inyo County to provide building permitting and inspection services under a formal Memorandum of Understanding (MOU). This arrangement has ensured continuity of service and fostered positive interagency cooperation.

However, the City does not currently have internal staffing for code enforcement, which remains an unmet need. While the City values its ongoing collaboration with Inyo County, the County's limited staffing capacity and the absence of code enforcement services highlight the need for the City to build its own internal capacity for greater flexibility and responsiveness.

Establishing a combined Building Inspector / Code Enforcement Officer position allows the City to fill a critical enforcement vacancy, strengthen customer service, and support a more independent and locally accountable approach to building department operations.

Analysis/Discussion:

This position was discussed and approved during the City's FY2025–26 Strategic Planning meeting. The classification reflects the City's intent to modernize its permitting systems, strengthen code compliance capacity, and ensure building safety for the community. Smaller cities such as Morro Bay and Lone have adopted similar dual-function positions to support operational efficiency.

The proposed Building Inspector / Code Enforcement Officer classification consolidates critical responsibilities into a single position. This includes:

- Permit intake, pricing, routing, and online system tracking
- Pre-submittal applicant guidance and plan review coordination
- Field inspections of permitted work and follow-up on violations
- Enforcement of the Bishop Municipal Code, including zoning, property maintenance, and public health standards

- Coordination with Public Works staff on cross-connection control program requirements
- Collaborative engagement with Planning, Fire, County departments, and legal counsel as needed

By approving this position, the City can fill a long-standing vacancy in code enforcement while also gaining autonomy in building inspection services. The position supports approximately 200 building permits annually, with an associated valuation of roughly \$6 million and permit revenue of \$130,000.

The revised job description organizes responsibilities under clearly defined categories, outlines necessary skills and tools, and reflects a modern approach to inspection and enforcement in small municipalities.

Economic Impacts:

There is no immediate fiscal impact associated with approval of the revised job description.

Budget Impacts:

The adopted FY 2025-26 Budget does not account for the hiring of this position. In order to accurately adjust the budget, City staff will propose a budget adjustment when there is a clear understanding as to when this position will be filled.

Legal Review:

City Attorney Pucci has reviewed this item and finds that the recommended action complies with the law.

Recommended Action:

Approve the revised job description for the Building Inspector / Code Enforcement Officer position.

Approved By: Ethan Aukee 6/17/2025

Approved By: Deston Dishion 6/17/025

Approved By:

Approved By: